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R 031240Z APR 01 ZYB ZYW
FM CNO WASHINGTON DC//N6//
TO CINCLANTFLT NORFOLK VA//N1/N4/N46/N462/N4624/N6/
N60//
CINCPACFLT PEARL HARBOR HI//N1/N4/N46/N462/N6/N69//
CINCUSNAVEUR LONDON UK//N1/N4/N6/N64/N7/N721//
COMUSNAVCENT BAHRAIN//N1/N4/N6/N65//
COMSPAWARSSYSCOM SAN DIEGO CA//PMW161/PMW158//
COMNAVSEASYSYSCOM WASHINGTON DC//N00//
COMNAVAIRSYSCOM PATUXENT RIVER MD//N00/C04//
COMNAVSUPSYSCOM MECHANICSBURG PA//N00//
COMNAVFAACENGCOM WASHINGTON DC//CIO/NPW//
COMNAVRESFOR NEW ORLEANS LA//N1/N46//
BUPERS MILLINGTON TN//00/PERS33/PERS6//
CNET PENSACOLA FL//OS4//
BUMED WASHINGTON DC//N00//
COMNAVSECGRU FT GEORGE G MEADE MD//N00/N4/N6//
COMNAVFORJAPAN YOKOSUKA JA//N00//
COMNAVREG NE GROTON CT//N00/XD//
COMNAVREG MIDLANT NORFOLK VA//N00//
COMNAVREG SW SAN DIEGO CA//N00/N01//
COMNAVFORKOREA SEOUL KOR//N00//
COMNAVDIST WASHINGTON DC//N00/N00B//
COMNAVREG NW SEATTLE WA//N00//
COMNAVREG SE JACKSONVILLE FL//N00/N02F//
COMNAVREG PEARL HARBOR HI//N00//
COMFAIRMED NAPLES IT//N00//
COMNAVMIANAS GU//N00//
COMNAVCOMTELCOM WASHINGTON DC//N5/N531//
NCTAMS LANT NORFOLK VA//00//
NAS PENSACOLA FL//N00//
NTC GREAT LAKES IL//N00//
FLDSUPPACT WASHINGTON DC//N00//
CNATRA CORPUS CHRISTI TX//N00//
AIG 11319
INFO AIG 439
DON CIO WASHINGTON DC//01//
BT
UNCLAS
MSGID/GENADMIN/CNO WASHINGTON DC N6//
SUBJ/PROCEDURES FOR ISSUING THE COMMON ACCESS CARD (CAC)//
REF/A/MEMO/ASD(C3I)/12AUG2000/-/NOTAL//
REF/B/MEMO/DEPSECDEF/10NOV1999/-/NOTAL//
REF/C/MEMO/OSD/16JAN2001/-/NOTAL//

REF/D/CONTRACT/PEO IT N00024-00-D-6000/01DEC2000/-/NOTAL//

REF/E/REPORT/DISA/20NOV2000/-/NOTAL//

REF/F/REPORT/DMDC/25JAN2001/-/NOTAL//

NARR/REF A ESTABLISHED DOD PKI POLICY AND IMPLEMENTATION MILESTONES.

REF B ESTABLISHED THE DOD WIDE COMMON ACCESS CARD (CAC) PROGRAM.

REF C ESTABLISHED CAC ISSUANCE, APPLICATION AND IMPLEMENTATION POLICY. REF D IS THE NMCI CONTRACT. REFS E AND F PROVIDE C&A INFORMATION FOR THE RAPIDS WORKSTATION.//

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RMKS/1. THIS IS A COORDINATED N12, N46, N6, NO95, N09N3, PERS3 MESSAGE. IAW REFS A, B, AND C, THE DON HAS BEGUN ISSUING THE CAC AS

THE NEW DOD ID CARD. RECIPIENTS WILL INCLUDE ALL ACTIVE DUTY MILITARY, SELECTED RESERVES, DOD CIVILIANS AND ELIGIBLE CONTRACTORS

LOCATED IN CONUS, OCONUS AND AFLOAT. IN ADDITION TO THE MILESTONES

ESTABLISHED BY REFS A, B, AND C, THE CONUS CAC ISSUANCE TIMELINE WITHIN THE NAVY IS DRIVEN BY THE REQUIREMENT TO SUPPORT THE ROLLOUT

OF NMCI PER REF D. THE CAC IS THE HARDWARE TOKEN WHICH WILL BE USED

TO MEET THE PKI MILESTONES ESTABLISHED BY REF A AND EVENTUALLY TO

SUPPORT NMCI NETWORK LOGON. DON STRATEGY TO COMPLETE CAC MASS

ISSUANCE WITHIN THE NAVY BY OCTOBER 2002 WILL BE PROVIDED BY SEPCOR.

AS STATED IN REF C THE CAC WILL BE THE STANDARD IDENTIFICATION CARD,

THE PRINCIPAL CARD USED TO ENABLE PHYSICAL ACCESS TO BUILDINGS, INSTALLATIONS, AND CONTROLLED SPACES, AND WILL BE USED TO ENABLE

INFORMATION TECHNOLOGY SYSTEMS AND APPLICATIONS THAT ACCESS THE

DEPARTMENT'S COMPUTER NETWORKS.

2. THE CAC WILL BE ISSUED AND MAINTAINED USING THE INFRASTRUCTURE

PROVIDED BY THE DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM

(DEERS) AND THE REAL-TIME AUTOMATED PERSONNEL IDENTIFICATION SYSTEM

(RAPIDS). CURRENT DON DEERS/RAPIDS CARD ISSUING STATIONS LOCATED AT

VARIOUS NAVY PSD AND NMCRC ACTIVITIES WILL BE UPGRADED, BEGINNING

FEBRUARY 2001, TO ISSUE THE CAC TO THE POPULATION IDENTIFIED IN PARA

1. ADDITIONALLY, THERE WILL BE SOME DEERS/RAPIDS WORK STATIONS PLACED IN EXISTING SECURITY/PASS-BADGE ISSUING FACILITIES THAT ARE

NOT PSDS/RESERVE CENTERS. THE DOD DEERS/RAPIDS PROGRAM OFFICE (DRPO)

WILL BE COORDINATING AN EXACT SCHEDULE. DRPO WILL PROVIDE ALL HARDWARE AND SOFTWARE TO BOTH UPGRADE EXISTING STATIONS AND SUPPORT

NEW INSTALLATIONS. DRPO WILL ALSO PROVIDE ALL FUNCTIONALITY OF THE

SOFTWARE TRAINING TO INCLUDE THE ISSUANCE OF CAC AND TESLIN ID CARDS. ID CARD POLICY/ELIGIBILITY REQUIREMENTS WILL BE PROVIDED BY

PERS (332).

3. BASED ON CAREFUL STUDY OF CURRENT DEERS/RAPIDS CAPABILITIES AT

NAVY PSA/PSD AND NMCRCs AND THE NEW CIVILIAN AND CONTRACTOR RECIPIENTS, 50 ADDITIONAL DEERS/RAPIDS STATIONS WILL BE DISTRIBUTED

THROUGHOUT THE NAVY. THIS INCREASE IS INTENDED TO SUPPORT ROUTINE

CAC ISSUANCE AND SUSTAINMENT. GEOGRAPHIC LOCATIONS AND NUMBERS OF

ADDITIONAL DEERS/RAPIDS INTEGRATED WORKSTATIONS TO BE INSTALLED ARE:

PASS/ID, NAVSTA PEARL HARBOR, HI (2); PASS/ID PAX RIVER, MD (2); PASS/ID BLDG 9, MAIN GATE, SECURITY DET BOX 31, CODE 150, NAS JACKSONVILLE, FL (2); FRANKLIN PASS/ID, BLDG 6011, KINGS BAY, GA 31548 (1); PASS/ID OFFICE BLDG 172, WASHINGTON NAVY YARD, 910 M STREET, S.E. WASHINGTON, DC 20374 (4); PASS/ID OFFICE NAVSTA, SAN DIEGO CA (1); PASS/ID NAVSURWARCEN CRANE, IN (1); SPAWARSYSCOM, 4297

PACIFIC HWY SAN DIEGO, CA 92152 (1); SPAWSYSCEN, 492 ELECTRON DRIVE, SAN DIEGO, CA 92152 (1); PASS/ID OFFICE, NAVSTA, NORTH ISLAND, CA (1); PASS/ID OFFICE, CORONADO, CA (1); PSD, BETHESDA, MD (1); PASS/ID NAVAL WEAPONS CENTER, CHARLESTON, SC (1); SECURITY OFFICE, 1534 STEMNER, NAS PENSACOLA, FL 32508 (1); PASS/ID, WEAPONS STATION, DAHLGREN, VA (1); PASS/ID OFFICE, BLDG 275, 620 JOHN PAUL JONES, PORTSMOUTH, VA 23708 (1); PASS/ID OFFICE, COMNAVREG MIDLANT,

9040 HAMPTON BLVD, NORFOLK, VA 23505 (2); PORTSMOUTH NAVAL SHIPYARD, NH (1); PASS/ID OFFICE, NEWPORT, RI (2); NMCRC ROCK ISLAND, IL (1); NMCRC INDIANAPOLIS, IN (1), PASS/ID OFFICE, WILLOW GROVE, PA (1), PASS/ID OFFICE NAVSSCS, PHILADELPHIA, PA (1), PASS/ID MECHANICSBURG, PA (1); PASS/ID OFFICE, VENTURA CA (1); PASS/ID OFFICE, WHIDBEY ISLAND, WA (1); PASS/ID OFFICE, PUGET SOUND NAVAL SHIPYARD, BREMERTON, WA (2); PASS/ID OFFICE, SUBMARINE BASE BANGOR, WA (1); PASS/ID OFFICE CHINA LAKE, CA (1); PASS/ID OFFICE PASCAGOLA, MS (1); PSD YOKOSUKA, JA (2); PSD MISAWA, JA (1); PSD OKINAWA, JA (1); PSD NAPLES, IT (1); PSD LONDON, ENGLAND (1); INDIAN HEAD SECURITY, 101 STRAWS AVE, INDIAN HEAD, MD 20640 (1); PASS/ID OFFICE, BLDG 121 ROOM 2001, CARDEROCK, MD (1); PASS/ID OFFICE, BLDG 237 5720 INTEGRITY DR. MILLINGTON, TN 38055 901-874-5523 (1); NMCRC FT SCHUYLER, NY (1); PASS/ID OFFICE, MAYPORT, FL (1). EIGHT OF THESE 50 WORKSTATIONS WILL BE LOCATED IN ALREADY EXISTING SITES. THESE STATIONS WILL ALL BE FULL SERVICE SITES, CAPABLE OF ISSUING ID CARDS TO ALL ELIGIBLE RECIPIENTS AS WELL AS ISSUING THE CAC.

4. ACCEPTANCE OF AND APPROVAL OF RECOMMENDED LOCATIONS FOR THE ADDITIONAL WORKSTATIONS ARE REQUESTED FROM THE CLAIMANT AND REGIONAL COMMANDERS. IF APPROVED, THESE SITES WILL BE AN OFFICIAL ID CARD ISSUING FACILITY WITH THE RESPONSIBILITY OF ISSUING THE CAC CARD AS WELL AS TESLIN ID CARDS TO ALL CATEGORIES OF ELIGIBLE BENEFICIARIES.

THE ORDERING AND DISTRIBUTION OF TESLIN CARD STOCK WILL BE THE RESPONSIBILITY OF THE CLAIMANT. HOWEVER, THE ONLY AREA OF POPULATION SIZE INCREASE WILL BE DOD CIVILIANS AND ELIGIBLE CONTRACTORS. CAC CARD STOCK WILL BE PROVIDED BY DMDC.

5. REQUEST ADDRESSEES CORRECTLY IDENTIFY SITES NAME AND SPECIFIC LOCATIONS FOR THE SITES IDENTIFIED IN PARAGRAPH 3. PROVIDE BASE, BUILDING, ROOM, POC WITH PHONE NUMBER INCLUDING FAX AND E-MAIL.

THIS INFORMATION MUST BE SUBMITTED TO PERS 332 (NAVY DEERS/RAPIDS PROJECT OFFICE) NLT 06 APR 01 TO ENABLE INTEGRATION INTO THE OVERALL

DOD RAPIDS WORKSTATION INSTALLATION PLAN. E-MAIL FOR IDENTIFYING

LOCATIONS IS PERS332@PERSNET.NAVY.MIL AND/OR P332B@PERSNET.NAVY.MIL.

PHONE IS COML (901)874-3466/3467 OR DSN 882.

6. SPECIFIC REQUIREMENTS, RECOMMENDATIONS, AND CONSIDERATIONS FOR

OPERATING A DEERS/RAPIDS CAC ISSUING STATION ARE:

A. MANAGEMENT RESPONSIBILITIES: OVERALL GUIDANCE FOR CAC/ID CARD

ISSUANCE IS THE RESPONSIBILITY OF PERS 33. COMMANDS THAT INSTALL

DEERS/RAPIDS WORKSTATIONS IN NON-PSD LOCATIONS (E.G. PASS AND ID OFFICES) MUST ENSURE ALL ACTIONS ASSOCIATED WITH MILITARY ID CARD

ISSUANCE ARE ACCOMPLISHED IAW APPLICABLE REGULATIONS AND DIRECTIVES

AND THAT APPROPRIATE OVERSIGHT IS MAINTAINED.

B. EQUIPMENT REQUIREMENTS: EXISTING DEERS/RAPIDS WORKSTATIONS WILL

BE UPGRADED TO OR HAVE NEW EQUIPMENT INSTALLED ENTIRELY BY DRPO. IN

ADDITION TO THE CURRENT DEERS/RAPIDS WORKSTATION CONFIGURATION OF

CPU, MONITOR, KEYBOARD, MOUSE, DIGITAL CAMERA AND (TESLIN ID) CARD

PRINTER, EACH COMPLETE CAC WORKSTATION WILL ALSO INCLUDE TWO SMART

CARD READERS, A BIOMETRIC (FINGERPRINT) READER, AND A COLOR LASER

PRINTER FOR THE CAC. EXTRA SPACE IS REQUIRED FOR THE SMALL READERS,

AND THE LASER PRINTER WHICH IS APPROX 12W X 24L X 10H.

ADDITIONALLY,

SITES NEED TO ADDRESS HVAC, UPS AND COMMUNICATIONS REQUIREMENTS.

C. STAFFING AND TRAINING: EACH CAC ISSUING LOCATION MUST BE ADEQUATELY STAFFED TO PERFORM CAC ISSUANCE. AS A MINIMUM THEY MUST

HAVE A SUPERVISORY VERIFYING OFFICIAL (SVO) AND VERIFYING OFFICIAL(S) (VO) ASSIGNED (THE SVO MAY ALSO BE A VO). EACH WORKSTATION OPERATOR MUST BE A VO. INITIAL TRAINING WILL BE PROVIDED BY DRPO DURING RAPIDS INSTALLATION/UPGRADE.

OPERATOR

SUSTAINMENT WILL BE ACCOMPLISHED VIA CBT. PERSONNEL APPOINTED TO

OPERATE RAPIDS EQUIPMENT MAY BE MILITARY, CIVILIAN, OR CONTRACTOR

PERSONNEL AND SHALL:

- (1) HAVE SUCCESSFULLY COMPLETED AN APPROPRIATE TRAINING PROGRAM;
- (2) HAVE DEMONSTRATED THE ABILITY TO PERFORM THEIR DUTIES; BE TRUSTWORTHY;
- (3) HAVE NO OTHER DUTIES THAT WOULD INTERFERE OR CONFLICT WITH THEIR DUTIES AS A RAPIDS SVO/VO;
- (4) HAVE NOT KNOWINGLY BEEN PREVIOUSLY RELIEVED OF CERTIFICATE MANAGEMENT AUTHORITY (CMA) OR COMSEC CUSTODIAN DUTIES FOR REASONS OF NEGLIGENCE OR NON-PERFORMANCE OF DUTIES;
- (5) HAVE NOT KNOWINGLY BEEN DENIED A SECURITY CLEARANCE, OR HAD A SECURITY CLEARANCE REVOKED;
- (6) HAVE NOT BEEN CONVICTED OF A FELONY OFFENSE; AND,
- (7) HAVE BEEN APPOINTED IN WRITING BY AN APPROPRIATE AUTHORITY, OR BE PARTY TO A CONTRACT FOR PKI SERVICES.

D. PHYSICAL SECURITY REQUIREMENTS:

- (1) DEERS/RAPIDS WORKSTATIONS MUST BE LOCATED IN AN OFFICE ENVIRONMENT THAT WILL PROTECT THEM FROM UNAUTHORIZED ACCESS WHILE THE OPERATOR'S CAC IS INSTALLED AND ACTIVATED.
- (2) THE VO WILL BE PRESENT WHENEVER THE VO CAC IS INSTALLED AND ACTIVATED. THE VO SHALL IMPLEMENT PHYSICAL SECURITY ACCESS CONTROLS TO REDUCE THE RISK OF EQUIPMENT TAMPERING EVEN WHEN THE CAC IS NOT INSTALLED AND ACTIVATED.
- (3) SECURITY MECHANISMS SHALL BE COMMENSURATE WITH THE LEVEL OF THREAT IN THE VO EQUIPMENT ENVIRONMENT. RAPIDS SOFTWARE IS PROTECTED BY THE WINDOWS NT OPERATING SYSTEM.
- (4) WHEN NOT IN USE, THE OFFICE WITHIN WHICH THE RAPIDS EQUIPMENT IS LOCATED WILL BE DEAD-BOLT LOCKED, AND ONLY AUTHORIZED VOS WILL HAVE ACCESS.
- (5) AT THE END OF EACH WORKDAY, A SECURITY CHECK OF THE AREA WHERE THE RAPIDS TERMINAL IS LOCATED WILL BE PERFORMED AND WILL VERIFY THAT
· THE CAC HAS BEEN REMOVED;

- UNUSED CACS ARE STORED AND SECURITY CONTAINERS ARE PROPERLY SECURED;
- PHYSICAL SECURITY SYSTEMS (DOOR LOCKS, VENT COVERS, ETC.) ARE FUNCTIONING PROPERLY; AND,
- THE AREA HAS BEEN SECURED.

(6) RAPIDS EQUIPMENT LEFT UNATTENDED FOR PERIODS GREATER THAN 24 HOURS SHOULD BE PROTECTED BY AN INTRUSION DETECTION SYSTEM (IDS).

E. INFORMATION ASSURANCE - THE RAPIDS WORKSTATION SHALL BE CERTIFIED AND ACCREDITED IN ACCORDANCE WITH THE PROCEDURES OF DODINST 5200.40. REFS E AND F WILL BE MADE AVAILABLE UPON REQUEST TO ASSIST DAAS IN THE ACCREDITATION PROCESS.

F. COMMUNICATIONS REQUIREMENTS: ETHERNET CONNECTION 10 MBS (10 BASET) TO LOCAL LAN/WAN IS HIGHLY RECOMMENDED. THE MINIMUM DIAL-UP COMMUNICATIONS CAPABILITY DESIRED IS 56KB MODEM WITH AT LEAST A 19.2KB CONNECTION.

7. THE COMBINATION OF THE CURRENT DEERS/RAPIDS WORKSTATIONS AND 50 NEW ISSUING STATIONS ARE INTENDED TO PERFORM ROUTINE CAC ISSUANCE AND SUSTAINMENT. THE NAVY SMART CARD OFFICE (DONSCO) HAS DEVELOPED AN ISSUANCE AND IMPLEMENTATION STRATEGY TO FACILITATE MASS ISSUANCE OF THE CAC THROUGHOUT THE NAVY (BOTH ASHORE AND PIERSIDE) TO ALL ELIGIBLE NAVY PERSONNEL AND MEET NMCI FIELDING REQUIREMENTS BY THE END OF OCTOBER 2002. DONSCO HAS THE LEAD ON EXECUTION OF THIS STRATEGY. QUESTIONS CONCERNING THIS STRATEGY AND ITS EXECUTION SHOULD BE DIRECTED TO THE DONSCO POC ROB CAREY AT (703)607-3420 OR E-MAIL CAREY.ROB@HQ.NAVY.MIL. DEPLOYED ACTIVITIES WILL RECEIVE THEIR CACS AT THE COMPLETION OF THEIR DEPLOYMENT VIA SUSTAINMENT OR

MASS ISSUANCE AT HOME PORTS OR DETACHED ASHORE LOCATIONS.

KEY MASS

ISSUANCE STRATEGY COMPONENTS INCLUDE EITHER: (A) AUGMENTING PSD'S

AND BADGING OFFICES WITH ADDITIONAL SUPPORT PERSONNEL; OR, (B) PROVIDING MOBILE ISSUANCE WHERE REQUIRED.

8. TO COORDINATE THE ASHORE MASS ISSUANCE STRATEGY, A DONSCO TEAM

WILL VISIT EACH NMCI CLAIMANT TO COORDINATE CAC ISSUANCE REQUIREMENTS CONSIDERING SITE ISSUANCE CAPABILITY, SITE POPULATION,

COMMUNICATIONS, NMCI CUT OVER DATES, SPECIAL LOCATION REQUIREMENTS,

ETC. FOLLOWING THESE VISITS A SITE SPECIFIC PLAN WILL BE JOINTLY CONSTRUCTED FOR CAC ISSUANCE DESIGNED FOR EACH SPECIFIC GEOGRAPHIC

AREA. FIRST INCREMENT NMCI SITES ARE BEING SCHEDULED NOW FOR DONSCO

SURVEY TEAM VISITS.

9. THE OVERALL APPROACH TO ISSUANCE FOR THE PIERSIDE PERSONNEL FOLLOWS THE SAME GUIDELINES AS ASHORE. IDENTIFICATION OF THE UNIT

OR BATTLE GROUP INCLUDING THE ASSOCIATED MEU WILL BE DETERMINED BY

THE FLEET COMMANDER. IT IS ANTICIPATED THAT PIERSIDE ISSUANCE WILL

RELY PRIMARILY ON TEMPORARY TRAILERS. OUR GOAL IS TO ISSUE CARDS IN

THE LEAST DISRUPTIVE MANNER POSSIBLE TO THE NORMAL UNIT WORKDAY. A

TENTATIVE SCHEDULE CAN BE FOUND IN REF E ON THE DONSCO WEB SITE (WWW.DONSMARTCARD.COM). A DONSCO REPRESENTATIVE WILL

COORDINATE

SPECIFIC DATES.

10. THIS MESSAGE PROVIDES DIRECTION AND AUTHORITY REQUIRED TO FACILITATE CAC ISSUANCE AND SUSTAINMENT, INCLUDING USE OF NON PSD

LOCATIONS; AND USE OF CAC FOR ACCESS TO NAVY BUILDINGS, INSTALLATIONS AND CONTROLLED SPACES.

11. RELEASED BY VADM R. W. MAYO, USN.//

BT

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